

Checklist for exhibitors

Europe's #1
in digital learning

LEARNTEC

4 - 6 June 2024
Karlsruhe Trade Fair Centre

from July, 2023



Receipt of stand confirmation and access data for the Online Service Center (OSC)

as of end of
October 2023



Ordering of services as well as sponsoring and advertising opportunities via OSC

from November 23,
2023



Possibility to book a presentation on one of our stages (in the exhibition halls via talque)

from December,
2023



Exhibitor List goes online – edit your exhibitor profile via talque



Receipt of your individual online banner with hall and stand number as well as start for your targeted invitation management with your digital invitation link for your customers



Online ticket shop for visitors goes online – www.learntec.de/en/tickets/
Invite your customers to your booth

from January,
2024



Follow us on social media and feel free to mention **LEARNTEC** in your posts! You can find us on Facebook @Learntec, LinkedIn @LEARNTEC, Twitter @learntec_news and now also on Instagram @learntec_karlsruhe!

from February,
2024



Application for Guided Tours and request to send information for the **LEARNTEC** press work (by e-mail)

from March,
2024



Receipt of the stand invoice

until April 09,
2024



Ordering of suspension facilities + Ordering of personnel services

until April 23,
2024



Submission of all relevant applications and approvals (including stand construction permit, stand parties...)
Ordering the matrix stand construction packages + uploading the print documents in the OSC



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important
document



info



To Do



binding To Do

messe
— karlsruhe

until May 07, 2024	To Do!	Ordering of technical infrastructure (electricity, water, LAN, compressed air) + upload of stand sketch with position of connections in the OSC Ordering of stand construction, printing/graphics, static advertising spaces, media equipment Upload of print documents / logos (only for packages) in the OSC
from May 21, 2024	i	Express service surcharge (25 % on all services)
until May 31, 2024	To Do!	Ordering parking passes (limited availability)
until June 03, 2024	To Do!	Registration of exhibitor passes in the OSC
June 01 - 03, 2024	i	Assembly: Saturday, June 01, 2024: 8.00 a.m. – 8.00 p.m. Sunday, June 02, 2024: 8.00 a.m. – 8.00 p.m. Monday, June 03, 2024: 8.00 a.m. – 8.00 p.m.
June 04 - 06, 2024	i	Opening hours for visitors: Tuesday, 9.00 a.m. – 6.00 p.m. Wednesday, 9.00 a.m. – 6.00 p.m. Thursday, 9.00 a.m. – 5.00 p.m. The opening hours for exhibitors are one hour before and one hour after the official opening hours of the exhibition.
June 04, 2024	i	Business Evening for the LEARNTEC Community
June 05, 2024	i	Meet&Snack
June 06 - 07, 2024	i	Dismantling: Thursday, June 06, 2024, 6.00 p.m. – 12.00 a.m. Friday, June 07, 2024: 8.00 a.m. – 8.00 p.m.
June 2024	To Do!	Invoicing of services



important document



info



To Do



binding To Do

Contact person

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Feel free to contact us - We are here for you!

For questions around ...



René Naumann, Senior Project Manager

tel +49 721 3720-5145

rene.naumann@messe-karlsruhe.de

... sponsoring and strategic topics



Stefanie Ruf, Project Manager

tel +49 721 3720-5082

stefanie.ruf@messe-karlsruhe.de

... registration, stand invoicing and general questions about the fair



Tamara Frankenhäuser, Junior Project Manager

tel +49 721 3720-5142

tamara.frankenhaeuser@messe-karlsruhe.de

... program, bookable talks as well as our trade fair app talque



Talesia Roth, Exhibition Service Manager

tel +49 721 3720-5186

talesia.roth@messe-karlsruhe.de

... stand design/construction and bookable services



Kristina Baumgärtner, Marketing Manager

tel +49 721 3720-2347

kristina.baumgaertner@messe-karlsruhe.de

... marketing campaigns, additional advertising services in the newsletter and social media campaigns



Tanja Stopper, PR Manager

tel +49 721 3720-2301

tanja.stopper@messe-karlsruhe.de

... placement of topics in our press work, support with individual press work



Sabine Wohlfart-Bock, Senior Project Manager Visitor

tel +49 721 3720-5185

sabine.wohlfart-bock@messe-karlsruhe.de

... customer vouchers and customized online banner

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